



LOS ANGELES COUNTY WIA YOUTH BULLETIN

NUMBER: YTH-05-04

SUBJECT: SOFT EXITS FROM JTA SYSTEM

DATE: 03/22/05

EFFECTIVE DATE: IMMEDIATELY

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To: ALL WIA YOUTH SERVICE PROVIDERS

The purpose of this Bulletin is to provide information regarding the re-opening of client cases that have been exited in the Job Training Automation (JTA) System due to client inactivity. County staff has been informed by staff at the State's Performance Management Unit (PMU) that the State will no longer approve the deletion of exits for clients who have been exited as a soft exit (exit code 19). As a result, any request for corrections that have been forwarded to County staff requesting the re-opening of soft-exited clients will not be approved. Please be aware that if your agency has submitted such a request and the changes have not been completed, the requested changes will not be made.

On June 7, 2004, County MIS staff released a directive informing all service providers that the JTA system will automatically exit clients 90 days from the date of the last activity end date (field 15 on the MIS Enrollment form). In the directive, County MIS staff urged all service providers to run the Client Action Report (PWCAR) in the JTA system at least once a month to capture all the clients who are eligible to be soft-exited. If any clients who show up on the PWCAR are still receiving services, the service provider will need to modify the activity end dates on the client's enrollment form.

In the event that the client is still receiving services and is soft-exited from the JTA system, the service provider would need to re-enroll the client. Please be aware that in this case, however, the client will be counted in the performance measures as of the date of the soft exit and in addition will be included in performance again upon exit from the second enrollment.

If you have any questions, please contact Michael Arredondo, Supervisor of the MIS Unit at **(213) 738-2786**.


JOSIE MARQUEZ, Director
Employment and Training

Attachments

JM:VA:ma